

At 6:02 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter, Annmarie Scribner, and Greta St Germain; and Town Administrator Heidi Carlson.

Tom Dunn, of the NH LGC, met with the Board as part of their on-going effort to meet with Boards. They like to get in touch and find out what is going on in towns, share information on updates with their program and services, and get feedback.

Dunn explained that the Town is a member of the NHMA which is the legislative arm of the organization; and of the LCG which is the Property-Liability Insurance section.

He said Fremont dues are \$2,800 which has not changed in the past couple of years. He said this calculation is based on the Town's population and equalized value.

St Germain asked if they could do some comparisons on other towns similar to Fremont with regard to what they do or have for Highway Equipment, in terms of town-owned or contracted out.

He mentioned the car control program and other training opportunities available through NH LGC.

With regard to NHMA services, he had a listing of some participation of Fremont employees in their training seminars. Several training opportunities were discussed.

He said the Town is in a three year agreement currently for property liability insurance. There was some discussion about how this works, and what programs work into the multi-year discounts.

Dunn left the meeting at 6:25 pm.

OLD BUSINESS

1. Selectmen reviewed the minutes for 15 April 2010 and 19 April 2010. St Germain moved to approve the minutes of 15 April 2010 as amended. Scribner seconded and the vote was unanimously approved 3-0. Scribner then moved to approve the minutes of 19 April 2010 as amended. St Germain seconded and the vote was approved 2-0-1 with Hunter abstaining.

2. Carlson advised that the RFP's have been finalized and sent out/published for painting of the Meetinghouse Painting and Village Cemetery Tree Work. There are new US EPA regulations regarding lead paint and this may affect the Meetinghouse.

3. Copies of the statistical update with Vision Appraisal have been received. It was forwarded to NH DRA for review as well as the Town's Counsel. Attorney Ryan has sent back some updates; and the DRA has a required 10 days for review of the contract. Copies were distributed to the Selectmen for review as well. This will be on the agenda for next week as well.

4. No further work had been done on the Ethics Policy, and it will be put on a future agenda.

5. A cover memo for the Fraud Policy was reviewed and signed by Board members for distribution with the new policy.

6. Selectmen reviewed a revised Aflac letter to the one dropped off by sales agent Jonny Burgess. The Board approved this letter and it will go out to all employees by mail or email on Friday.

7. A copy of the current three year contract with the Mercier Group was provided to Scribner and she asked for this to be placed on the agenda for next week as well.

There was follow-up discussion to Scribner and St Germain's meeting with the auditor on Monday April 19th.

At 7:00 pm there were no Department Heads present.

Scribner handed out copies of NH RSA 31:95-b to clarify that the Town can accept and expend grant monies.

There was discussion about the items discussed on Monday with Mercier. This included line item transfers, and overexpending a line item and save it from some other budgeted line item near the end of the year. Scribner discussed some of the differences between the Town's budgeting and School District deficit appropriations. Scribner explained that School Districts cannot intentionally go into a deficit.

There was discussion that the Town's General Ledger is really only a cash accounting system, and ideas about converting to another system which would provide more General Ledger capabilities. Mercier suggested purchasing something like Quick Books and thought it would suit the Town's needs. This is a \$300 per year off the shelf program, versus another program like a BMSI accounting package which would cost thousands.

The Board again discussed internal controls and how to better oversee the Town's budget and systems.

8. There was one Highway Site Tree Chipping Proposal received by the due date today. This was from ProBark, who has said they will do the work in exchange for the wood. Selectmen accepted this proposal and will ask to be put on the ProBark schedule.

At 7:30 pm Christine Zanni-Skeoch & Deb Gears came in to meet with the Selectmen.

At 7:31 pm motion was made by St Germain and seconded by Scribner to enter Non-public matter pursuant to NH RSA 91-A:3 II (c) to discuss a tax matter.

The roll call vote was unanimously approved 3-0.

At 7:45 pm Hunter moved to return public session. St Germain seconded and the vote was approved by roll call vote 3-0.

At 7:45 pm Town Treasurer Kimberly Dunbar came into the meeting. Dunbar presented some financial reports to the Board for review. There was discussion about the reports generated and information the Board is looking to obtain.

St Germain began by saying that the Town is trying to tighten up the Town's Policies and Procedures, including the financial policies and internal controls.

She said there is a need to protect the Town's data and that the Board would like all of the Town's records to be contained in the Town Hall. She said that space was being reallocated upstairs (first floor of the Town Hall) for an office for Dunbar and her records. The Board is looking at purchasing another computer to have an office space for her. They explained that they were still working on logistics.

St Germain said that the Board was looking to have this transition happen by June 1st.

There was general discussion about the office needs, including access to a fax machine, copier and the computer. Dunbar expressed concern about having a locked cabinet for storage of all of her books and binders.

June 1 could be a tentative date and Kimberly could bring her Quicken program here for now. There was discussion about a potential future transition to Quick Books, and making the Town's processes more efficient.

Dunbar said that the Town bought the Quicken system she has now and it could be moved to another computer.

There was further discussion about the checkbook and banking and that Dunbar often did her transfers and check entry on Thursdays after she signed checks. There was discussion about office hours during the Town Hall normal business hours.

Selectmen thanked Dunbar for her time and she left the meeting at approximately 8:30 pm.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest in the amount of \$220,053.66 for the current week dated 04/23/2010. Scribner moved to approve the manifest. St Germain seconded and the vote was unanimously approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence.
3. Selectmen reviewed and approved the May Newsletter with updates.
4. Highway Study Committee updates were reviewed and discussed. The minutes from the meeting of April 19th were distributed to Board members.
5. Budget Committee updates from the meeting last night were discussed. There is a continued emphasis on doing more with less. The Committee wants to meet with all Departments mid-year, at their meeting of June 2, 2010 to see how things are going year to date, and get updated information on statistics and what is planned looking ahead to 2011.
6. Selectmen reviewed and approved a request from the Universalist Society to use the Old Meetinghouse for the annual Old Home Day service on Sunday August 15, 2010, with cleaning and preparation the day prior. No fee is involved.
7. Selectmen reviewed and signed an Excavation Tax Warrant \$101.80 for parcel 04-015 owned by Fremont Park LLC / Merrill for the 2009-2010 tax year. This was forwarded to the Tax Collector.
8. Selectmen reviewed and signed an Intent to Excavate for the 2010-2011 tax year for Parcel 04-015 owned by Fremont Park LLC / Merrill.
9. Selectmen reviewed and signed Intents to Cut for 2010-2011 tax year on the following:
 - Parcels 06-054 and 06-055 owned by Bonita Freeman
 - Parcel 03-003 owned by Ellen Horsburgh
 - Parcel 01-083 owned by Robert Stiner

10. Selectmen signed a cemetery deed to Amy Carr and Amanda Turner presented by the Town Clerk. It was returned to the Clerk for processing.

11. Selectmen reviewed and signed a Yield Tax Warrant and certification in the amount of \$404.80 for parcels 06-054, 06-055, 03-003, and 03-167.007 for the 2009-2010 tax year. This was forwarded to the Tax Collector.

12. Carlson presented a first rough draft of some smaller miscellaneous Financial Policies for the Board to review and work with at a future meeting. This includes a Fund Balance Policy, Petty Cash, Credit Cards, and some other smaller financial procedures.

13. After some discussion motion was made by Scribner to approve an interest and cost abatement of \$930.60 on parcel 06-062.012.021. St Germain seconded and the vote was unanimously approved 3-0.

NEXT WEEK

The next regular Board meeting will be held on Thursday 29 April 2010 at 6:00 pm.

With no further business to come before the Board, motion was made by Hunter and seconded by St Germain to adjourn the meeting at 9:40 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator